



DEPARTMENT OF THE ARMY
235TH BASE SUPPORT BATTALION
UNIT 28614
APO AE 09177

AETV-WG-A

15 June 2004

MEMORANDUM FOR DISTRIBUTION A

SUBJECT: Prevention of Sexual Harassment, Policy Letter #5

1. The 235th Base Support Battalion is a fantastic place to live and work – sexual harassment has no place in our community. Sexual harassment is unacceptable behavior.
2. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature or influencing, offering to influence, or threatening the career, pay or job of another person, in exchange for sexual favors.
3. Any person in a supervisory or command position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a soldier or civilian employee is engaging in sexual harassment. Similarly, any soldier or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.
4. Military and civilian supervisors are charged with setting the example for subordinates by ensuring compliance with policy and maintaining standards of conduct within their areas of responsibilities that exemplify professionalism. Supervisors and managers, whether civilian or military, must ensure equitable, prompt, and effective treatment of allegations of sexual harassment and other discriminatory behavior.
5. Individuals who perceive they are being sexually harassed by supervisors, co-workers, or peers should make it clear to the offender that such behavior is unacceptable and report the harassment to an appropriate authority or office. It is the responsibility of every leader – military and civilian – to examine allegations of sexual harassment and take the necessary action to ensure that these matters are addressed expeditiously, fairly, and effectively.
6. Our mission is support, and our vision is to continue to improve the quality of life for soldiers, civilian, and family members by creating a work environment free of sexual harassment.
7. I challenge each and everyone to support the Army's commitment to eradicating sexual harassment in the army and to exhibiting the highest level of professional behavior and courtesy that the nation expects.

JOHN G. REILLY
LTC, SF
Commanding